

Texas Historical Commission

FLSA / Functional Job Description

Position Title: Museum Services Program Specialist

Classification Title: Program Specialist II

Job Posting Number: 19-10

Salary: \$3,900.00-\$4,500.00/month

FLSA: Exempt

Salary Group/Class #: B18/1571

Opening Date: 10/04/2018

Closing Date: Until filled

Hours/Week: 40

Duration: Regular, Full-time

Work Location Address: 105 W. 16th Street Austin, TX

JOB OBJECTIVE: Under the leadership of the Division Director and the Museum Services Coordinator, the Museum Services Program Specialist (MSPS) performs moderately complex consultative services and technical assistance work. Work involves planning, developing, and implementing museum services programs and providing training, outreach and educational resources, using a variety of platforms, to museums throughout the state. The platforms include, but are not limited to, workshops, webinars, virtual meetings, and other online and print educational materials. Work under general supervision, with limited latitude for the use of initiative and independent judgement.

ESSENTIAL DUTIES:

1. Consult with museums on the topics of collections management, exhibit development, interpretive writing, educational programming, fundraising and small museum operations.
2. Update Museum Services program webpage and maintain communication with museum community.
3. Assist with the development of training and educational materials for museums, individuals and other organizations utilizing current museum practices and theories.
4. Develop webinar program.
5. Establish and maintain regular contact with museums by updating and maintaining the Texas Historical Commission Atlas, museum database, maintaining program webpages, evaluating programs, tracking program statistics and producing reports and other duties as assigned.
6. Research and implement new ideas/models for assisting museums that provide a path for museums to make measurable progress toward achieving professional standards.
7. Assist museums in finding information, training and contacts that aide in the museum's professional development.
8. Remain current on all museum practices and theories and anticipating future trends.
9. Provide outreach services and technical assistance to museums and individuals.
10. Participate in program planning, development and implementation.
11. Develop presentations to accompany and teach/co-teach webinars and workshops.
12. Work with partner organizations on workshops and other projects.
13. Compile and track program statistics and prepare reports.
14. Update and maintain THC museum database and look for ways to improve functionality.
15. Establish and maintain regular communication with museums to keep them informed of training and services the program provides - this may require several different formats.
16. Serve as representative of the agency by speaking publicly and providing presentations to organizations and at various meetings and conferences.

17. Organize, maintain and add to the clearinghouse of information (museum resource library).
18. Coordinate with Public Information and Education Division on marketing and publicity efforts for workshops, webinars and other programs.
19. Coordinate registration for webinars and workshops.
20. Develop resource documents and other materials for program web pages.
21. Assist program coordinator in any fundraising efforts.
22. Adhere to established work schedule with regular attendance.
23. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

24. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Graduation from an accredited four-year college or university with a degree in History, , Museum Studies, Museum Administration, Public History or closely related field.
- Minimum of two years' work experience at or with a museum or similar organization.
- Experience researching topics and writing information in a clear, concise manner;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 25% of the work period.

PREFER:

- Master's degree in Museum Studies, Museum Administration, Public History, History, , , Historic Preservation or a closely related field.
- Familiarity with Texas Museum community.
- Experience working in a Field Services Office like Museums Services, historical society, archive or similar institution that provided a broad range of experience that can be applied to the duties of this position can be considered as work experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective verbal and written communication, human relations and organizational skills;
- Knowledge of local, state, and federal laws as related to Museum programs;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to establish and maintain effective working relationships with agency personnel, officials of state and local government, and the public;
- Ability to perform research, plan and organize projects;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a historic building next to the agency's headquarters near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER